

Completing the Disqualification Report

The DQ report is our primary and official means of articulating disqualifications to the Coach/Swimmer. To ensure that the report is clear and accurate, and to prevent misunderstanding, confusion, and frustration, please observe the following standards for completing it in a consistent fashion.

1. Enter the Event, Heat, and Lane Number. This critical information identifies the swim in which the infraction occurred. There should be no corrections to this information on the DQ Slip (scratch out introduce doubt with regards to the identification of the correct swim).
2. Circle the name of the Event. Except for “Other,” this corresponds to the event being swum. “Other” is used for non-stroke violations.
3. For regular stroke events, mark with an X, or checkmark, when in the swim the infraction was observed (Start, Swim, Turn, or Finish). This is a very important component in the articulation of the infraction – we need to be able to match the violation with the part of the swim during which it occurred. Generally, we define these parts of the race as:
 - Start** – From the start of the race until the head breaks the surface.
 - Swim** – From the head breaking the surface until the beginning of the last full stroke into the turn/finish.
 - Turn** – From the beginning of the last full stroke into the wall until the head breaks the surface.
 - Finish** – From the beginning of the last full stroke into the wall to the touch at the end of the prescribed distance.
4. If the event is longer than two lengths and the infraction occurred on a turn, write the number of turn above your X, or checkmark.
 - Remember, it's the Swimmer's turn, not yours. Odd-numbered turns are on the turn end; even-numbered turns are on the start end.***
5. Mark the infraction with an X, or checkmark. If the infraction is not listed, write it in next to “Other” for that stroke (e.g., hands past the hips in Breaststroke). Use the correct terminology from the rulebook. There's no need to circle the number.
6. When the report is complete, the official making the call prints his/her name where it says “Judge.” Add first name if it's needed for clarification (when two or more judges with the same last name are working in that session). Please make sure the name is legible.
7. The deck referee prints his/her name where it says “Referee,” and marks an X or checkmark next to Swimmer or Coach, as appropriate.
8. Refrain from making other marks or writing extra information on the report.

Some Conventions

Individual Medley – Judge the IM as four separate segments, each its own “race.” Each “race” has all four components (Start, Swim, Turn, and Finish).

- Circle the Event (Individual Medley).
- Mark when in the swim the infraction occurred under the stroke in which it was observed. Remember, transitions are judged as Finishes, then Starts, so they are marked as such, depending on the part of the “race” in which the infraction was observed. Intermediate turns are judged as turns, and marked the same.
- Mark the infraction(s) under the appropriate stroke(s) (there’s no need to circle it/them), and write the number of the line(s) next to line 41 ‘Strokes Infraction #’ under Individual Medley.

Relays – Mark Relay stroke infractions just like those for the individual events and write the number of the line(s) next to line 70 ‘Strokes Infraction #’ under Relays and enter the Swimmer number(s) who committed it/them.

While our goal is to have all DQ reports filled out in a standard and consistent manner, failure to do so does **not** constitute automatic grounds for not approving or overturning an otherwise valid disqualification. Referees should continue to use their best judgment and common sense when processing a disqualification report.

DISQUALIFICATION REPORT



EVENT # _____ HEAT _____ LANE _____
SWIMMER _____

BREASTSTROKE

DURING: START _____ SWIM _____ TURN _____ FINISH _____
10 KICK: ALTERNATING _____ BUTTERFLY _____ SCISSORS _____
11 ARMS: NON-SIMULTANEOUS _____ TWO STROKES UNDER _____
NOT IN SAME HORIZONTAL PLANE _____ PAST HIPLINE _____
12 ELBOWS RECOVERED OVER WATER _____
14 CYCLE: HEAD NOT UP _____ DOUBLE PULLS/KICKS _____
15 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____
16 NOT TOWARD THE BREAST OFF WALL _____
19 OTHER _____

BUTTERFLY

DURING: START _____ SWIM _____ TURN _____ FINISH _____
20 KICK: ALTERNATING _____ BREAST _____ SCISSORS _____
21 ARMS: NON-SIMULTANEOUS _____ UNDERWATER RECOV. _____
23 TOUCH: ONE HAND _____ NON-SIMULTANEOUS _____
24 NOT TOWARD THE BREAST OFF WALL _____
25 HEAD DID NOT BREAK SURFACE BY 15M _____
29 OTHER _____

BACKSTROKE

DURING: START _____ SWIM _____ TURN _____ FINISH _____
30 TOES OVER LIP OF GUTTER AFTER START _____
31 HEAD DID NOT BREAK SURFACE BY 15M _____
32 NOT ON BACK OFF WALL _____
33 NO TOUCH AT TURN _____
34 PAST VERTICAL AT TURN:
DELAY INITIATING ARM PULL _____ MULTIPLE STROKES _____
DELAY INITIATING TURN _____
35 SHOULDERS PAST VERTICAL _____
36 COMPLETELY SUBMERGED PRIOR TO TURN OR FINISH _____
39 OTHER _____

INDIVIDUAL MEDLEY

41 STROKE INFRACTION(S) # _____
42 OUT OF SEQUENCE _____

FREESTYLE

50 NO TOUCH TURN # _____
51 HEAD DID NOT BREAK SURFACE BY 15M _____

RELAYS

70 STROKE INFRACTION # _____ SWIMMER # _____
71 EARLY TAKE OFF SWIMMER # _____
72 CHANGED ORDER: SWIMMER _____ STROKE _____

OTHER

60 FALSE START _____ 61 DELAY OF MEET _____
62 DID NOT FINISH _____ 63 DECLARED FALSE START _____
69 OTHER _____

JUDGE: _____
(print name clearly)

REFEREE: _____
(print name clearly)

NOTIFIED: _____ SWIMMER _____ COACH _____

rev. (06/09)